

Ballot Container Inspection Guide

Pursuant to Michigan election law, MCL 168.24j, the Board of County Canvassers must complete a countywide ballot container inspection no later than June 1, 2014. All ballot containers owned by the county and the cities, townships and villages located within the county must be included in the inspection. The term “ballot container” is used to mean 1) any containers used to transport and secure optical scan ballots and 2) any containers used to secure memory units and test data.

Conduct of Ballot Container Inspections: Canvassing Board Quorum Required

- At least three members of the Board of County Canvassers must be present during the inspection and approval of the ballot containers used in the county.
- While the Board of County Canvassers may designate assistants to help with the ballot container inspections, the performance of the task cannot be delegated to individuals enlisted to assist with the task. As indicated above, at least three members of the Board of County Canvassers must be present whenever the ballot container inspections are being carried out.

Approval Stickers and Tags

- Approval stickers and approval tags, authorizing the use of approved ballot containers until May 31, 2018, can be ordered in the [eLearning Center](#).
- An “approved” sticker or tag must be affixed to every ballot container that passes the Board of Canvassers’ inspection.
- A chart that lists the various types of ballot containers currently in use throughout the state is provided at the end of this guide. The chart also provides direction on the use and placement of the approval stickers and tags.
- If the Board of County Canvassers inspects a ballot container that cannot be approved, the Board should place a sticker on the container which states: “NOT APPROVED FOR USE AS A BALLOT CONTAINER.” “Not approved” stickers can be ordered in the [eLearning Center](#) as well.

Approval Standards

Traditional Ballot Cans

Michigan election law specifies that a ballot container must have an “... opening through the inside lid of the proper size to admit a single ballot” The law further specifies that ballot containers “... shall be provided with a second cover or a metal or wooden device for closing the opening to prevent access without unlocking the ballot box and breaking the seal.” See MCL 168.669.

Transfer Cases

The Rules promulgated to administer electronic voting systems state that a transfer case must be “... capable of being sealed with a metal seal” See Rule 168.771(1)(bb).

Containers used to secure and transport optical scan ballots, memory units, and test data

While such containers are available in a wide variety of shapes and sizes, the containers must be capable of being sealed with an approved seal which, after being attached to the container, prevents access to the container without breaking the seal or damaging the container.

Important Policy Regarding Use of “Dual Seal” Ballot Containers

If any of the local jurisdictions in your county use the “dual seal” ballot containers produced by Business Records Corporation (see illustration below), please alert your canvassing board members and the local clerks who employ the containers that the containers cannot be approved unless:

- 1) the small door is permanently sealed with a state-issued 15 ½ inch Pull Tight seal or a horseshoe and a state-issued metal Globe seal; and
- 2) a completed ballot container tag that documents the serial number appearing on the permanent seal securing the small door, the date the small door was sealed and the individuals who sealed the small door is taped to the inside of the large door.

If needed for the inspection, a quantity of 15 ½ inch Pull Tight seals, horseshoes and metal Globe seals can be obtained through the [eLearning Center](#) upon request. (The longer, heavier gauge 15 ½ inch Pull Tight seal is now being distributed by the State in place of the 10 inch Pull Tight seal.)

Small door: permanently seal with a state-issued Pull Tight seal or a horseshoe and a state-issued metal Globe seal.



Large door: tape completed ballot container tag inside large door.

Important Note Regarding the Approval of Ballot Containers Manufactured by Douglas

In 2002 all county clerks were alerted that the two ballot containers listed below are not fully “tamper resistant” as required under Michigan election law. Specifically, the sides of the containers can be pushed in to the point where a ballot can be inserted into the container without breaking the seal on the container.

Manufacturer	Model	Description
Douglas	DOSB-3	Square blue metal ballot container.
Douglas	DSN-1	Square silver metal ballot container.

If any of the jurisdictions in your county use the ballot containers referenced above, please alert your canvassing board members and the local clerks who employ the containers that the containers cannot be approved unless they have been modified to ensure that they are fully “tamper resistant.” As explained in the memo distributed on this matter in 2002, the ballot containers can be modified using one of the three methods below:

- 1) Drill holes on each side of the container large enough to affix additional seals. Two additional seals must be used with this solution; all three seals must be recorded in the Poll Book.
- 2) Affix double sided poster board tape to the inside of the lid. The tape should be placed approximately one half inch from the inside container wall. The tape may be purchased from most office supply stores.
- 3) Purchase a “retro fit” kit from the manufacturer or an election supply vendor.

If you have any questions regarding the approval of the two ballot containers, please do not hesitate to contact Tom Luitje of this office. Phone: (517) 373-2540.

Ballot Container and Seal Photos Available on Web Site

Photographs of the ballot containers and seals approved for use in Michigan are available on the Department's Web site www.Michigan/elections. Click on 1) "Elections in Michigan" 2) "Information for Election Administrators" and 3) "Voting Equipment" (appears on dropdown menu under "Information for Election Administrators"). All seals may be ordered in the [eLearning Center](#).

Questions and Supply Orders

If you have any questions or need any additional supplies for the inspection, please do not hesitate to contact this office. Requests for additional supplies should be made through the [eLearning Center](#). Questions regarding supply orders should be directed to Patty Altimore. Email: altimorep@michigan.gov or Phone: (517) 373-2540.

Election Day Transfer and Ballot Storage Containers
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Item	Manufacturer/ Distributor	Placement of County Board of Canvasser Approval Certificate	Recom- mended Seal Type
Election Day Transfer Containers			
Election Security Chamber bag 19" x 13"	Rifkin/ ES&S	Use sticker. Place with container certificate in clear plastic window.	Chamber
Election Security Chamber bag 16" x 13"	Rifkin/ ES&S	Use sticker. Place with container certificate in clear plastic window.	Chamber
Expandable Provisional Ballot Chamber bag 16" x 13" x 2"	Rifkin/ ES&S	Use sticker. Place with container certificate in clear plastic window.	Chamber
Provisional Ballot Chamber bag 22" x 19"	Rifkin/ ES&S	Use sticker. Place with container certificate in clear plastic window.	Chamber
Provisional Ballot security Bag 18" x14"	Intab	Use sticker. Place with container certificate in plastic sleeve or attach to the inside of the bag.	Pull Tight Easy-Twist
Handi – Pouch Security Bag 18" x14"	Intab	Use sticker. Place with container certificate in plastic sleeve or attach to the inside of the bag.	Pull Tight Easy-Twist
Election Security Chamber bag 9" x 11"	Rifkin/ ES&S	Use sticker. Place with container certificate in clear plastic window.	Chamber
Single Module Transport Chamber bag 8" x 10"	Rifkin/ ES&S	Use sticker. Place with container certificate in clear plastic window.	Chamber
Data Module Transport Chamber bag 10" x 12"	Rifkin/ ES&S	Use sticker. Place with container certificate in clear plastic window.	Chamber
Memory Pouch 7" x 8.5"	Strayer/ Diebold	Use tag. Attach through zipper guard.	Padlock Easy-Twist Spring Lock

Item	Manufacturer/ Distributor	Placement of County Board of Canvasser Approval Certificate	Recom- mended Seal Type
Ballot Containers			
Metal – top load		Use sticker. Attach to any flat surface.	Pull Tight Metal Globe w/ Horseshoe Easy-Twist
Metal – dual seal		Use sticker. Attach to any flat surface.	See note below.
Plastic bin 27"x 17"x 12.5"		Use sticker. Attach to any flat surface.	Pull Tight Easy-Twist
Collapsible Ballot Storage bag 14"x 19"x 14"	Rifkin/ MCE	Use sticker or tag. Place sticker with container certificate in plastic sleeve or attach to the inside of the bag.	Pull Tight Easy-Twist
Election Security Chamber bag 14"x 19"x 14"	Rifkin/ ES&S	Use sticker or tag. Place sticker with container certificate in clear plastic window.	Chamber
Election Security Chamber bag w/Wheels 14"x 19"x 14"	Rifkin/ ES&S	Use sticker or tag. Place sticker with container certificate in clear plastic window.	Chamber
Election Security Chamber bag 10"x19"x12"	Rifkin/ ES&S	Use sticker or tag. Place sticker with container certificate in clear plastic window.	Chamber
Light Duty Courier Chamber bag 16" x 22" x 6"	Rifkin/ ES&S	Use sticker or tag. Place sticker with container certificate in clear plastic window.	Chamber
Light Duty Courier Chamber bag 14" x 18" x 4"	Rifkin/ ES&S	Use sticker or tag. Place sticker with container certificate in clear plastic window.	Chamber
Ballot Transfer Flat bag 12" x 19" x 10"	Rifkin/ ES&S	Use sticker or tag. Place sticker with container certificate in clear plastic window.	Chamber
Duffle bag 12"x19"x10"	Strayer/ Diebold	Use sticker or tag. Place sticker with container certificate in plastic sleeve or attach to the inside of the bag.	Pull Tight
Titan Security Bag 22"x 6"x 16"	Intab	Use sticker or tag. Place sticker with container certificate in plastic sleeve or attach to the inside of the bag.	Pull Tight Easy-Twist
Precinct Bag on Wheels 22" x 15" x 12"	Tutto	Use sticker or tag. Place sticker on one of the plastic windows.	Pull Tight Easy-Twist
Precinct Bag on Wheels 24" x 18" x 12"	Tutto	Use sticker or tag. Place sticker on one of the plastic windows.	Pull Tight Easy-Twist
Large Collapsible Ballot Container 23" x 15" x 16"	Election Source	Use tag.	Pull Tight Easy-Twist
Collapsible Ballot Container w/wheels 24" x 15" x 16"	Election Source	Use tag.	Pull Tight Easy-Twist
EZ Tow Collapsible Bag on Wheels 24" x 18" x 12"	Election Source	Use tag.	Pull Tight Easy-Twist

Note: The small door on the "dual seal" ballot container must be permanently sealed with a 15 ½ inch Pull Tight seal or a horseshoe and a state-issued metal Globe seal. The large door can be sealed with a Padlock seal, a Pull Tight seal, an Easy-Twist seal or a horseshoe and a metal Globe seal.